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Job details

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Position/Program Information Plans and supervises the work of subordinate staff in investigating and making recommendations for the solution of problems of organization, budget, program, systems and procedure, facility planning, general management and personnel in a County department.

Essential Job Functions Supervises the work of personnel, including other administrative assistants assigned to assist in the work. Determines the need for, and initiates or conducts administrative studies and investigations of departmental activities.

Establishes tracking and monitoring systems and conducts follow up to ensure effective, accurate and easily retrievable documentation of operations, programs and project activities.

Plans, devises and implements new procedures and organizational changes.

Investigates and makes recommendations regarding departmental budget requests, and prepares the departmental budget for presentation to the Chief Executive Office.

Provides information, and may negotiate, with budget authorization concerning budget requests, estimates, expenditures, and adjustments.

Supervises the development and implementation of long-range facilities acquisitions plans, under technical supervision.

Assumes responsibility, as assigned, for performing other specialized duties related to the overall management of the department.

Supervises departmental functions such as housekeeping, accounting, supplies and payroll.

Requirements**Minimum Requirements:**

Option I: Three years' experience in a general administrative staff or specialized staff capacity analyzing and making recommendations for the solution of organization, systems and

	procedures, program, facility planning, budget, or personnel, one year which must have been at a skilled level -OR-
	Option II*: One year's experience as an Administrative Assistant II, Staff Assistant II, or Assistant Administrative Analyst.
Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Desirable Qualifications	Experience in supervising employees (three or more) in various positions. Experience in fleet management and maintenance. Experience in reprographics. Knowledge of mail and messenger services. Good leading, communication, writing and reporting skills. Able to analyze data and make recommendations to management. Able to maintain spreadsheets and reports of fluctuations in productivity.
Special Requirement Information	*To qualify under Option II, applicants must currently hold the Los Angeles County payroll title(s) of Administrative Assistant II, Staff Assistant II, or Assistant Administrative Analyst.
Examination Content	This examination will consist of an evaluation of education and experience, based upon application information and Supplemental Application Form , weighed 100%. Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.
Special Information	Past and present mental health clients and family members are encouraged to apply.
Vacancy Information	The resulting eligible register for this examination will be used to fill vacancies in the Department of Mental Health, Los Angeles County.
Eligibility Information	The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. Retake: No person may compete for this examination more than once in a twelve (12) month period.
Application and Filing Information	APPLICATIONS MUST BE FILED ON-LINE ONLY. APPLICATIONS SUBMITTED BY U.S.MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED. Fill out your application and Supplemental Application Form completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

Click on the link below to access the **Supplemental Application Form:**

http://file.lacounty.gov/dhr/ehr/cms1_198666.doc

All information is subject to verification. We may reject your application at any time during the selection process.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the link above this bulletin that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application and Supplemental Application Form by 5:00 pm, PST, by the last day of filing.

Note: If you are unable to attach the required documents, you may fax them to (213) 637-5892 or email to fman@dmh.lacounty.gov within five (5) days of on-line filing. Please include examination number and examination title.

Exam may close without prior notice.

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.

Computer and internet access at libraries:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

No sharing User ID and Password: All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Francis Man
Department Contact Phone	(213) 637-0793
Department Contact Email	fman@dmh.lacounty.gov
ADA Coordinator Phone	(213) 738-2823
Teletype Phone	(800) 735-2922
California Relay Services Phone	(800) 735-2922
Job Field	Administration
Job Type	Administrative Support

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